



COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
ROAD PERMIT APPLICATION

DATE: _____ SUBDIVISION ID NO. _____

OWNER/APPLICANT: _____ PHONE: () _____
PRINT NAME WET SIGNATURE (REQUIRED)

ADDRESS: _____
STREET CITY ZIP CODE

FAX: () CELL: () EMAIL ADDRESS: _____

hereby makes application to perform work within the Public Highway at the following described locations, subject to the provisions required by the Highway Permit Ordinance (Division 1 of Title 16 Los Angeles County Code) as amended or the Municipal Code and city ordinance of the city for which this permit is issued, the attachments hereon specified, AND THE SPECIFIED REQUIREMENTS INDICATED ON THE REVERSE SIDE. In consideration of the granting of this permit, it is agreed by the applicant that the County of Los Angeles and the city wherein the permit work is to be performed and any of their officers or employees, thereof, shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of the work, authorized by this permit, interferes with the future use of the highway by the general public, it must be removed or relocated as designated by the Road Commissioner or Superintendent of Streets at the expense of the permittee or his successor in interest. This permit is void if the permittee is not in compliance with Section 3800 of the labor code. **IT IS FURTHER AGREED THAT THE OWNER/APPLICANT IS THE FINANCIALLY RESPONSIBLE PARTY FOR INITIAL DEPOSITS, ADDITIONAL COLLECTIONS, CHARGES AND REFUNDS.**

AGENT/CONTACT: _____ PHONE: () _____
PRINT NAME WET SIGNATURE (REQUIRED)

ADDRESS: _____
STREET CITY ZIP CODE

FAX: () CELL: () EMAIL ADDRESS: _____

CONTRACTOR: _____ PHONE: () _____
PRINT NAME WET SIGNATURE (REQUIRED)

ADDRESS: _____
STREET CITY ZIP CODE

FAX: () CELL: () EMAIL ADDRESS: _____

SITE ADDRESS: _____ ASSESSOR'S PARCEL NO.: _____

CITY: _____ THOMAS GUIDE PAGE & GRID _____

LOCATION DESCRIPTION: _____

SCOPE OF WORK: _____

PERMITTEE WORK ORDER NO.: _____ USA "DIG ALERT" NO.: _____ FRANCHISE NO.: _____

PIPE OR CONDUIT MATERIAL TYPE: _____ SIZE: _____ LENGTH: _____

EXCAVATION LENGTH: _____ WIDTH: _____ TYPE OF SURFACE: _____

**PAYER: _____	Payers Wet Signature
** - THE OWNER/APPLICANT IS THE FINANCIALLY RESPONSIBLE PARTY FOR ADDITIONAL COLLECTIONS, CHARGES AND REFUNDS	

PLEASE PROVIDE ALL INFORMATION REQUESTED ON THIS FORM.

THE OMISSION OF ANY INFORMATION, AS REQUESTED ABOVE, MAY RESULT IN A DELAY IN PERMIT PROCESSING.
COMPLETE PERMIT APPLICATION PACKAGES WILL BE PROCESSED IN A TIMELY MANNER.

FOR OFFICE USE ONLY

PERMIT TYPE:
CONSTRUCTION ☐ ENCROACHMENT ☐ ENCROACHMENT ANNUAL ☐ EXCAVATION ☐ EXCAVATION ANNUAL ☐
ISSUANCE FEE: \$ _____ (Non-Refundable) DATE RECEIVED: _____
PLAN CHECK: \$ _____ (Calculated Fee or Actual Cost Deposit) DATE APPROVED FOR ISSUANCE: _____
SECURITY DEPOSIT: \$ _____ (Refundable) PERMIT WRITER: _____
INSPECTION: \$ _____ (Calculated Fee or Actual Cost Deposit) PERMIT TRACKING NO: _____
TOTAL: \$ _____ Payment Type: **CASH** **CHECK** (#) _____



COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
ROAD PERMIT APPLICATION

REQUIREMENTS FOR OBTAINING A ROAD PERMIT

- Complete and sign the permit application. Payment collection will be required prior to issuance permit. Only complete permit application packages will be accepted for review and processing.
- By signing the permit application, the Owner/Applicant certifies that they are familiar with the requirements of the County Lobbyist Ordinance (Los Angeles County Code Chapter 2.160), and that all persons acting on behalf of the Owner/Applicant have complied with and will continue to comply with this ordinance throughout the application process.
- Complete and sign acknowledgement that Applicant has read, understands, and **agrees to fully comply with the Best Management Practices (BMP) Attachment** to this permit per Los Angeles County Code Chapter 12.80 Stormwater and Runoff Pollution Control.
- Submit **5 sets of plans** showing the location of work proposed; relative to the right of way boundary or the centerline of the road. Pipelines and utilities should be shown parallel to and at a constant distance from the right of way or roadway centerline.
 - For bridge connections, **submit 2 extra sets of plans** for Design Division review.
 - For river crossings, **submit 2 extra sets of plans** for Watershed Management Division review.
- Traffic Control Plans are required for street closures or work within major highways and busy intersections.
 - **Submit 2 extra sets of plans** for Traffic & Lighting Division review.
 - Submit 5 traffic control plans, stamped by registered engineer, for Traffic & Lighting Division review.
- Provide proof of **General Liability** and **Workers Compensation** insurance. All insurance documents, including the required endorsement form, must name **The County of Los Angeles** as "Additionally Insured" per current insurance requirements.
- If someone other than the property or facility owner applies for a permit; the owner must sign the application and provide a Letter of Authorization detailing who is authorized to apply for and obtain permit. **THE OWNER/APPLICANT IS THE FINANCIALLY RESPONSIBLE PARTY FOR INITIAL DEPOSITS, ADDITIONAL COLLECTIONS, CHARGES AND REFUNDS, UNLESS SPECIFICALLY STATED OTHERWISE IN THE LETTER OF AUTHORIZATION.** (Government Agencies may be exempted from this requirement)
- Newly paved or resurfaced roadways shall not be cut within two years from the date of final acceptance.
- A Flood Control District permit will be required when requested work affects the Flood Control District's right of way or facilities.
- The installation of pipelines or utilities within the road right of way requires an individual or private company to obtain the franchise fee owner's consent or provide documentation establishing prior rights over the road dedication.
- Installation of oil pipelines need approval from the Fire Prevention Division of the Los Angeles County Fire Department at 5823 Rickenbacker Road, Commerce, California 90040. Tel: (323) 890-4132.
- Utilities installed as part of a subdivision must be signed and stamped "Approved" by the Utility Company.
- All street crossings shall be made at right angles to the centerline of the roadway.
- Pipelines and utilities shall not be installed closer than two feet from any other pipeline or utility; three feet from any sewer line. Waterlines should not be installed closer than ten feet from a sewer line.
- The following minimum depths of cover, below gutter flow line grade, shall be required:
 - LOCAL STREETS**
 - A. 24" for service pipelines
 - B. 30" for all pipelines transporting nonhazardous substances
 - C. 30" for electrical facilities
 - D. 42" for pipelines transporting hazardous substances
 - MASTER PLAN HIGHWAYS**
 - A. 24" for service pipelines
 - B. 36" for pipelines transporting nonhazardous substances
 - C. 42" for electrical facilities
 - D. 42" for pipelines transporting hazardous substances
- Excavations deeper than five feet require a Cal OSHA permit.